



## **Required Application Materials For Conditional Use Permits For the Sale of Alcoholic Beverages**

### **\_\_\_ 1. PREDEVELOPMENT CONFERENCE**

Before filing an application, it is suggested that a telephone or personal interview be arranged with the Planning Department staff. Appointments can be made by calling (619) 336-4310.

### **\_\_\_ 2. APPLICATION**

One copy of the completed application form with all required items shall be filed with the Planning Department. All applications shall be signed by the PROPERTY OWNER or their authorized agent. Proof of authorization, such as an authorization letter, will be required. Applications received in the mail will not be accepted. Applications shall be submitted in person by either the applicant or representative.

### **\_\_\_ 3. GRANT DEED AND TITLE REPORT**

The application shall include two (2) copies of the grant deed and preliminary title report for the subject property, including the precise legal description of all property included in the application.

### **\_\_\_ 4. FEES**

Filing fees are non refundable. The fees are based on the most recent Council adopted fee schedule.

### **\_\_\_ 5. PLOT PLAN/PRELIMINARY SITE PLAN**

For all applications, the applicant shall submit an accurately drawn plot/site plan along with building elevations and floor plans (if applicable). Three (3) sets of full-size D Sheets, ten (10) sets of 11x17, and one (1) 8½x11 are required. Plans must be legible, drawn to scale and accurately show what is proposed. In addition to paper plans, an electronic copy (e.g. PDF format) shall be submitted (see No. 6).

### **\_\_\_ 6. CD**

All applications shall include a CD with electronic copies of all plans, photos, and other materials submitted.

## **7. CERTIFIED MAILING LIST**

The applicant shall provide two copies of a certified mail list including: 1) all property owners within 660 feet of the exterior boundaries of the property where the sale of alcoholic beverages is proposed; and 2) all occupants (i.e. residents, individual businesses in a shopping center) of property within 660 feet of the exterior boundaries of the property where the sale of alcoholic beverages is proposed. The preparer of the mail lists must use the attached certification form to verify the accuracy of the mail lists. For the property owner list, each entry should include the following:

- Assessor's Parcel Number
- First and Last Name of Owner
- Mail Address – Street number, Street name, City, State and Zip

For the occupant list, each entry should include the following:

- Assessor's Parcel Number
- "Occupant" or business name if known
- Site Address – Street number (including suite/unit no.) Street name, City, State and Zip

Both mail lists shall be provided on 8-½ inch by 11-inch paper (formatted as labels—Avery 5260 layout), and two complete sets of mailing labels shall be provided.

## **8. COMMUNITY MEETING**

It is the applicant's responsibility to organize and hold a community meeting, prior to the Planning Commission hearing on the application, where residents and other community members can be informed about the proposal and express any concerns they may have.

- Advertisement of the meeting should reach all of the residents and business owners within 660 feet of the site. The attached verification form, indicating whether the residents and business owners were notified via mail or hand delivery, should be completed and returned to the Planning Department. Additionally, a map or list showing all of those persons/properties notified should be provided to the Planning Department.
- In addition, the following organizations/individuals shall be notified of the community meeting, in a timely manner.

National City Police Department  
1200 National City Boulevard  
National City  
(619) 336-4400

Institute for Public Strategies  
Attn: Susan Caldwell  
2615 Camino Del Rio South #300  
San Diego, CA 92108  
(619) 476-9100

City of National City  
Neighborhood Services Division  
1243 National City Boulevard  
National City, CA 91950  
(619) 336-4560

National City  
Chamber of Commerce  
901 National City Boulevard  
National City, CA 91950  
(619) 336-4235

Sweetwater Union High School  
District  
1130 Fifth Avenue  
Chula Vista, CA 91911  
(619) 691-5500

National School District  
1500 N Avenue  
National City, CA 91950  
(619) 474-6791

- The meeting should be held at a reasonable time when community members will most likely be able to attend (i.e. evenings during the work week or weekends).
- The meeting should be held at a suitable location, such as the business location, National City Chamber of Commerce, or a neighborhood school.
- The applicant should create a sign-in list and prepare minutes of the meeting. Copies of both the sign in list and meeting minutes must be provided to the Planning Department before the Planning Department sets a Planning Commission public hearing on the application.

## **\_\_\_ 9. ENVIRONMENTAL ASSESSMENT FORM**

An Environmental Assessment Form, used as the basis for an Initial Study, may be requested. This form will be used by staff as one criterion to determine the environmental impact of the proposed project. Additional information such as plot plans and building elevations may be required. If it is determined that the proposal may have a significant impact, an Environmental Impact Report (EIR) must be completed in accordance with the "National City Environmental Guidelines."

## **\_\_\_ 10. HEARINGS**

Planning Commission meetings are scheduled for the 1st and 3rd Monday of each month at 6:00 p.m. All applications will be heard by the Planning Commission on a date to be scheduled by the Planning Department. It is essential that applicants be present or represented at public hearings to answer questions or to address concerns that the Planning Commission may have. Discretionary permit applications requiring subsequent action by the City Council will be set for City Council action by the City Clerk after the Planning Commission has completed its action.

## **ASSISTANCE**

PLANNING DEPARTMENT  
 1243 National City Boulevard  
 National City, California 91950  
 Phone (619) 336-4310 / Fax (619) 336-4321  
[planning@nationalcityca.gov](mailto:planning@nationalcityca.gov)

City Hall is open from Monday to Thursday between the hours of 7:00 a.m. and 6:00 p.m.

Applicants are urged to contact the Planning Department for any additional drawings, plans, exhibits or descriptive information that may be required.

For additional information or specific Land Use Code and General Plan requirements, please refer to the Planning Department webpage at <http://www.nationalcityca.gov> under the "City Government" tab.

## **CERTIFIED LIST**

I certify that the attached document is a complete list of all property owners and their mailing addresses, within 660 feet of the exterior boundaries of the property described in the application case file number \_\_\_\_\_.

This list was taken from the latest adopted San Diego County Tax Roll maintained in the office of the San Diego County Tax Assessor on \_\_\_\_\_.

Signature \_\_\_\_\_

Date \_\_\_\_\_

I certify that the attached document is a complete list of all occupants and their site address, within 660 feet of the exterior boundaries of the property described in the application case file number \_\_\_\_\_.

This list was compiled in the following manner:  
(note how the list was created)

Signature \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATION OF NOTIFICATION TO RESIDENTS, BUSINESS  
OWNERS WITHIN 660 FEET OF THE SITE AND  
ORGANIZATIONS/INDIVIDUALS OF COMMUNITY MEETING**

I certify that I have sent notice of the required community meeting for the proposal to all residents/occupants and business owners within 660 feet of the exterior boundaries of the property described in the application case file number \_\_\_\_\_.

Signature \_\_\_\_\_

Date \_\_\_\_\_





## City of National City

1243 National City Blvd.  
National City, CA 91950  
(619) 336-4580

### National Pollutant Discharge Elimination System (NPDES) Project Applicability Form

**No project will be accepted by the City without this form completed in its entirety**

Project Name: \_\_\_\_\_ Project Area: \_\_\_\_\_ acres/sq ft

Project Address: \_\_\_\_\_

APN: \_\_\_\_\_ Proposed Impervious Area: \_\_\_\_\_ acres/sq ft

Description of Project: \_\_\_\_\_

Description of Location: \_\_\_\_\_

#### Section 1 – Permanent Storm Water BMP Requirements:

##### Part A: Determine Subjectivity to SUSMP Requirements

Is the project new development? ☐ Yes ☐ No

Is the project redevelopment that adds/replaces/creates 5,000 ft<sup>2</sup> of impervious surface<sup>1</sup>? ☐ Yes ☐ No

If both of the above answers are "no", go to Part B. If either of the above answers is "yes," answer the questions below (check all that apply).

Is the project...

1. Residential development resulting in the disturbance of one acre or more of land or comprised of 10 or more attached or detached dwelling units? ☐ Yes ☐ No
2. Commercial development resulting in the disturbance of one acre or more of land? ☐ Yes ☐ No
3. Industrial development resulting in the disturbance of one acre or more of land? ☐ Yes ☐ No
4. Automotive repair shop? ☐ Yes ☐ No
5. Restaurant greater than 5,000 square feet? ☐ Yes ☐ No
6. Steep (slope of 25% or more) hillside development that will create greater than 5,000 square feet of impervious surface? ☐ Yes ☐ No
7. Located such that it is within or directly adjacent to (within 200 feet) or directly discharges to an Environmentally Sensitive Area (ESA) and creates at least 2,500 square feet of impervious area or increases impervious area to 10% or more of its naturally occurring condition? ☐ Yes ☐ No
8. Parking lot greater than or equal to 5,000 square feet of impervious surface OR with at least 15 parking spaces and potentially exposed to urban runoff? ☐ Yes ☐ No
9. Streets, roads, highways, and freeways which would create a new paved surface that is 5,000 square feet or greater? ☐ Yes ☐ No
10. Retail gasoline outlets 5,000 square feet or more or with a project Average Daily Traffic (ADT of 100 or more vehicles per day ☐ Yes ☐ No
11. All other pollutant generating development projects that result in the disturbance of one acre or more of land.<sup>2</sup> ☐ Yes ☐ No

<sup>1</sup> See the City's SUSMP Manual for more detail on the definition of "significant redevelopment."

<sup>2</sup> Generally all projects which include impervious surfaces and/or introduce landscaping that requires routine use of fertilizers and pesticides are considered pollutant generating above background levels.

**Limited exclusion:** trenching and resurfacing work associated with utility projects are not considered Priority Development Projects. Linear pathway projects that are for infrequent vehicle use, such as emergency or maintenance access, or for pedestrian or bicycle use, are not considered pollutant generating above background levels if they are built with pervious surfaces or if they sheet flow to surrounding pervious surfaces. Parking lots, buildings and other structures associated with utility projects are Priority Development Projects if one or more of the criteria in Part A is met.

If any of the answers to Part A is "Yes", your project is a "Priority Development Project" and must meet the requirements of the City's Standard Urban Storm Water Mitigation Plan (SUSMP) Manual.

Is this a Priority Development Project that requires a SUSMP submittal? ☐ Yes ☐ No

If the answer is "Yes," see also the flow chart at the end of this checklist to determine applicability of Hydromodification Management Plan (HMP) requirements. HMP applicability must be discussed in the SUSMP report and all requirements must be met as part of the SUSMP Report approval process.

If all answers to Part A are "No", continue to PART B.

If any of the answers to Part A is "Yes", skip PART B and go to Section 2.

### **Part B: Determine Non-SUSMP Standard Permanent Storm Water BMP Requirements**

Does the project require any of the following permits or approvals? ☐ Yes ☐ No

- o *Discretionary: Conditional use permit (including modification or extension); Coastal development permit; Parcel map (and modifications); Reclamation plan; Planned development permits; Planned unit development permits; Planning commission approval of plans; Site plan review; Tentative map (and amendments to conditions of approval or time extension); Tentative parcel map; or Variance OR*
- o *Ministerial: Administrative clearing permit; Lot line adjustment; Final map modification; Grading plan (including modification or renewal); Improvement plan (including modification); Landscape plan; Building permit; Construction right-of-way permit; Encroachment permit; Excavation permit; On-site wastewater system permit; Underground tank permit; or Well permit*

Will the project include exterior construction beyond signs, façade work, or other incidental construction to an existing structure? ☐ Yes ☐ No

If all answers to Part A are "No" and any answer to Part B is "Yes", your project is subject to the City's Standard Permanent Storm Water Best Management Practice (BMP) requirements as listed in Municipal Code Chapter 14.22.

Is this project subject to the Standard Permanent Storm Water BMP requirements? ☐ Yes ☐ No

If every question in both Parts A and B is answered "No", your project is exempt from non-SUSMP Standard Permanent Storm Water requirements.

☐ This project is for interior improvements only and is not subject to non-SUSMP Standard Permanent Storm Water BMP requirements.

Verified by: \_\_\_\_\_ Division: \_\_\_\_\_ Date: \_\_\_\_\_

## **Section 2 – Construction Requirements:**

### **General Construction Permit**

If your project disturbs at least one acre of land, you are subject to the State General Construction Permit. A Notice of Intent (NOI), Storm Water Pollution Prevention Plan (SWPPP), and other documents must be prepared for your project and filed electronically with the State Water Resources Control Board (SWRCB).

Is this project subject to the General Construction Permit? ☐ Yes ☐ No

If your project disturbs less than one acre of land, you are subject to the City's minimum construction BMPs, included in the City's BMP Manual.

### **Construction Threat to Water Quality Prioritization**

See the attached flow chart for guidance in determining the construction prioritization.

This project is prioritized as a ☐ HIGH ☐ MEDIUM ☐ LOW threat to water quality.



**Section 3 – Operating Requirements:**

After your project is complete, certain water quality protection requirements may apply to the facility. The facility owner and operator should be made aware of these requirements.

All municipal, industrial, commercial, and residential sites in the City of National City are required to implement storm water BMPs to reduce the amount of pollution discharged to the Maximum Extent Practicable (MEP). See Appendix C of the City's Jurisdictional Urban Runoff Management Plan (JURMP) for further details.

Some industrial facilities are also subject to the State General Industrial Permit for Storm Water Discharges (Industrial Permit). To find out if your project may be required to obtain coverage under the Industrial Permit after it begins operations, visit the State Water Resources Control Board web site at [http://www.swrcb.ca.gov/water\\_issues/programs/stormwater/industrial.shtml](http://www.swrcb.ca.gov/water_issues/programs/stormwater/industrial.shtml).

**Section 4 – Certification:**

Name and Title of person completing form: \_\_\_\_\_

Telephone number: (\_\_\_\_) \_\_\_\_\_ – \_\_\_\_\_ Fax number: (\_\_\_\_) \_\_\_\_\_ – \_\_\_\_\_

E-mail Address: \_\_\_\_\_ (optional)

**I understand that as a condition of my permit, I am required to prevent construction-generated and related pollutants from discharging from the project site. All construction projects within the City of National City are required to implement Best Management Practices (BMPs). I have received a copy of the Construction Site BMP handout.**

Signature of responsible party: \_\_\_\_\_ Date: \_\_\_\_\_

***For City of National City Use Only*****Engineering Department**

The information provided is consistent with the proposed plans ☐ Yes ☐ No

Information/documentation disseminated for SUSMP

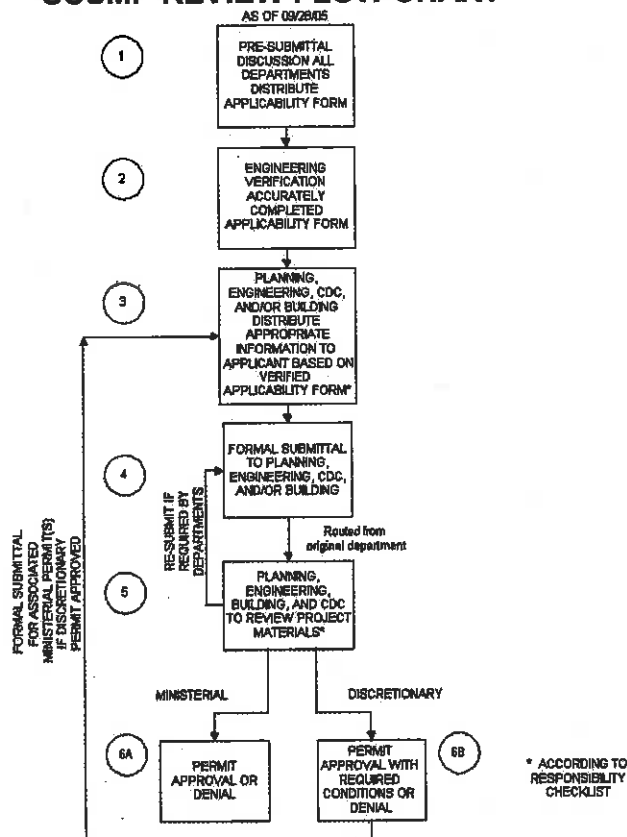
- ☐ Standard Permanent Storm Water BMPs ☐ Non-SUSMP Standard Permanent Storm Water BMPs  
☐ General Construction Permit ☐ Erosion & Sediment Control ☐ General Industrial Permit  
☐ N/A (No required documentation) ☐ Other \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

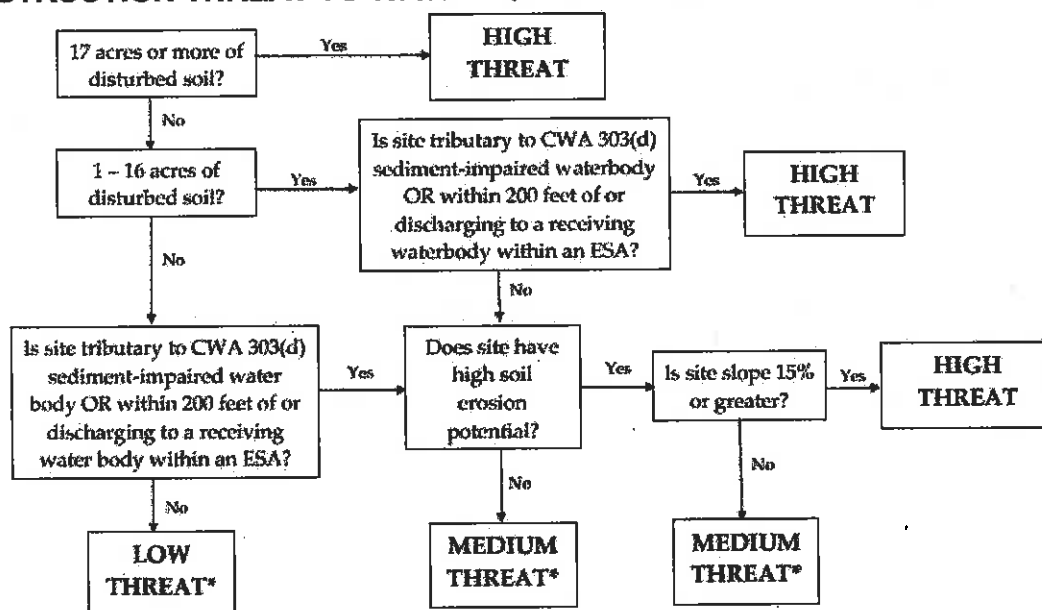
☐ **Planning Department** OR ☐ **Community Development Commission** Initial: \_\_\_\_\_

☐ **Building Department** Initial: \_\_\_\_\_ ☐ BMP information distributed

## SUSMP REVIEW FLOW CHART



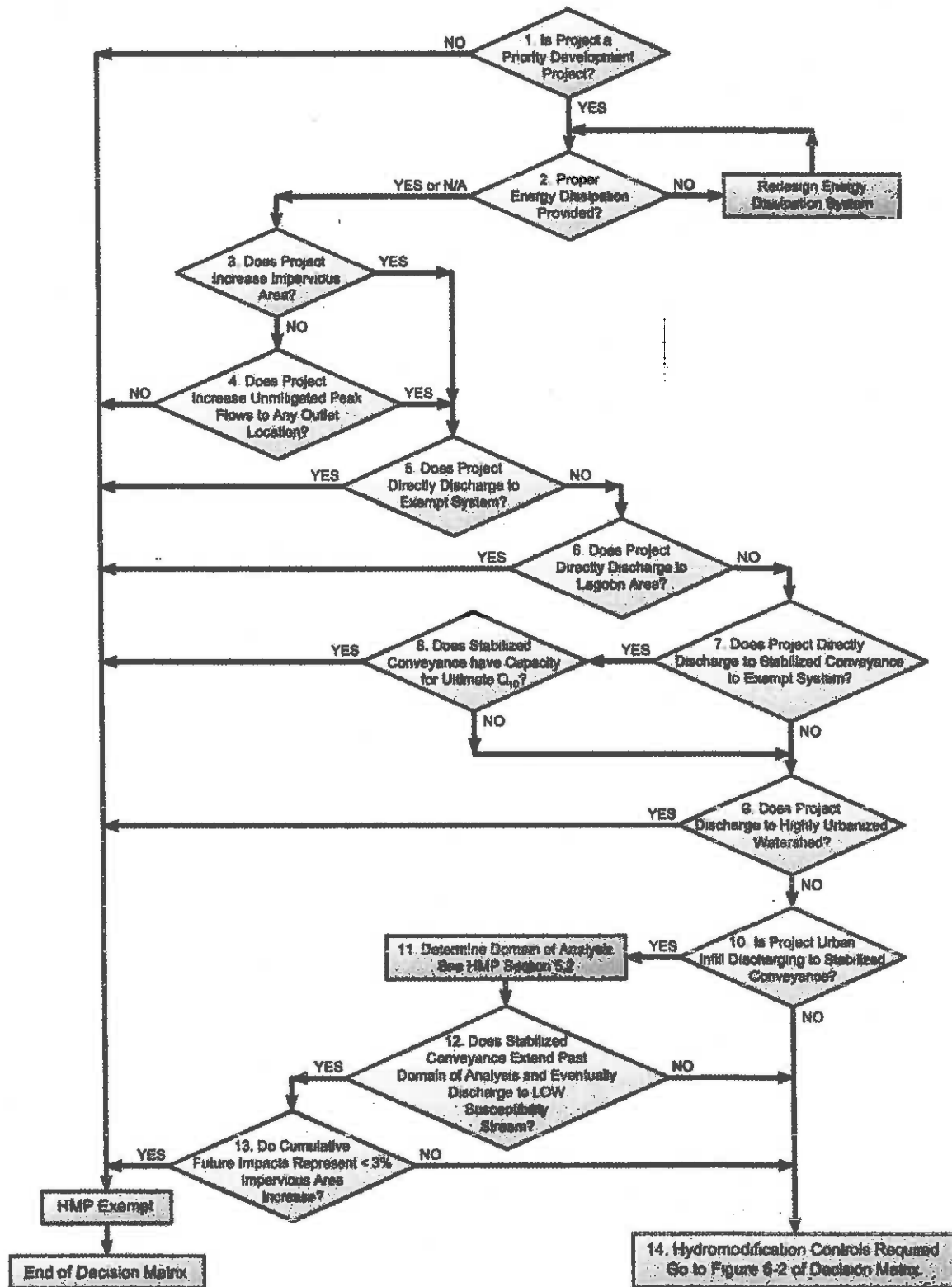
## CONSTRUCTION THREAT TO WATER QUALITY PRIORITIZATION FLOW CHART



\*Sites with a low or medium TTWQ can be given a higher threat prioritization based on additional factors, such as project type, non-storm water discharge potential, or if there is a history of non compliance with storm water regulations at the site.

**CWA 303(d) waterbodies:** Seventh Street Channel, La Paleta Creek, San Diego Bay, and Sweetwater River  
**ESA waterbodies:** Paradise Marsh, Paradise Creek, and Sweetwater Marsh National Wildlife Refuge

## HYDROMODIFICATION MANAGEMENT PLAN (HMP) APPLICABILITY FLOW CHART



See the Regional Final Hydromodification Management Plan (HMP) for specific requirements, definitions, and details. The Final HMP is available in Appendix E of the City's SUSMP Manual or online at [http://www.projectcleanwater.org/html/wg\\_susmp.html](http://www.projectcleanwater.org/html/wg_susmp.html)



# City of National City ENVIRONMENTAL ASSESSMENT FORM

The information you provide in this form will be used to determine what type of environmental document will be prepared for the project. To avoid unnecessary project delays, the information you provide should be complete, accurate and unbiased.

The State of California requires cities to assess the environmental impact of all development projects before permits for such action are issued. The attached form will assist you in presenting the environmental effects of your project. The form includes information about the project and an assessment of the potential environmental. You may be asked to answer other questions and submit additional information to determine whether an Environmental Impact Report (EIR) is required for the project.

This form shall be accompanied by a set of the PROJECT PLANS and a PROJECT SCHEDULE.

1. \_\_\_\_\_  
Applicant Name \_\_\_\_\_ Phone # \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Fax # \_\_\_\_\_  
\_\_\_\_\_  
E-Mail \_\_\_\_\_

2. \_\_\_\_\_  
Property Owner Name \_\_\_\_\_ Phone # \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_ Fax # \_\_\_\_\_  
\_\_\_\_\_  
E-Mail \_\_\_\_\_

3. Project Site Address: \_\_\_\_\_

4. APN: \_\_\_\_\_

5. Proposed Use(s) (Include # of Dwelling Units/Type of Building/Square-Footage):

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6. Other Related Permits (List and describe any other related permits and other public approvals required for this project including those required by City, Regional, State and Federal agencies.):

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7. List Associated Permits:

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8. Describe Anticipated Incremental Development, if any:

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9. Zoning Designation: \_\_\_\_\_

10. Site Size: \_\_\_\_\_ square-feet \_\_\_\_\_ acres

11. Square-Footage of Structure(s): \_\_\_\_\_ square-feet

12. # of Floors of Structure(s): \_\_\_\_\_

13. # Off-Street Parking Spaces: \_\_\_\_\_

14. Square-Footage of Parking Lot and/or Impervious Surface Area \_\_\_\_\_ square-feet

15. Estimated Amount of Grading: \_\_\_\_\_ cubic yards
16. Maximum Heights of Man-made Slopes: \_\_\_\_\_
17. If Residential:
- Number of Units: \_\_\_\_\_ Sales/Rental Price Range: \_\_\_\_\_
- Unit Sizes: \_\_\_\_\_ Household Size Expected: \_\_\_\_\_
18. If Commercial:
- Type of Use: \_\_\_\_\_ Square-Footage: \_\_\_\_\_
- Employees per Shift: \_\_\_\_\_
19. If Industrial:
- Type of Use: \_\_\_\_\_ Square-Footage: \_\_\_\_\_
- Employees per Shift: \_\_\_\_\_
20. If Institutional:
- Major Function: \_\_\_\_\_ Square-Footage: \_\_\_\_\_
- Employees per Shift: \_\_\_\_\_
21. If the project involves a VARIANCE, CONDITIONAL USE PERMIT, RE-ZONE/GENERAL PLAN AMENDMENT, SPECIFIC PLAN, COASTAL DEVELOPMENT PERMIT indicate clearly why the application is required.

ARE THE FOLLOWING ITEMS APPLICABLE TO THE PROJECT OR ITS EFFECTS?

All questions answered with a YES shall include a discussion on a separate sheet(s) of paper.

	YES	NO
22. Change in existing features or any bays, tidelands, beaches, lakes, hills or substantial alternation of ground contours.		
23. Change in scenic views or vistas from existing residential area or public lands or roads.		
24. Change in pattern, scale or character of general area of project.		
25. Significant amounts of solid waste or litter.		
26. Changes in dust, ash, smoke, fumes or odors in vicinity.		
27. Change in ocean, bay, lake, stream, or ground water quality or alteration of existing drainage patterns, including drainage into an Environmental Sensitive Area (ESA).		
28. Substantial change in existing noise or vibration levels in the vicinity.		
29. Site on filled land or on slope of 10% or more.		
30. Use or disposal of potentially hazardous materials, such as toxic substances, flammables or explosives.		
31. Substantial change in demand for municipal services (police, fire, water, sewage, parks, schools, etc.)		
32. Substantial increase in fossil fuel consumption (electricity, oil, natural gas, etc.)		
33. Relationship to a larger project or series of projects.		
34. Has a prior Environmental Impact Report (EIR) been prepared for a program, plan, policy or ordinance consistent with this project.		
35. If you answered yes to question 34, may this project cause significant effects on the environment that were not examined in the prior EIR.		



ENVIRONMENTAL SETTING:

36. Describe the project site as it exists before the project, including information on topography (including distinguishing natural and manmade characteristics), soil stability, plants and animals, and any cultural, historical, or scenic aspects. Describe any existing structures on the site and the use of the structures. *Please include photographs of the project site.*
37. Describe the surrounding properties, including information on plants and animals and any cultural, historical or scenic aspects. Indicate the type of land use (residential, commercial, etc.) intensity of land use (single-family, apartment, shops, etc.) and scale of development (height, frontage, set-back, rear-yard, etc.) *Please include photographs of the vicinity.*

CERTIFICATION:

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability and that the facts, statements, and information presented are true and correct to the best of my knowledge and behalf.

\_\_\_\_\_  
PRINT NAME of Person Who Completed Application

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE of Applicant (if different than above)

\_\_\_\_\_  
DATE